

Wage Type Reporter

PC00_M99_CWTR

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/06/06	Lesa Terry	Create
8/15/2007	Kelly Welsh	Added new SWV to list. Added Procedure log update table and who can run this report.

Title: Wage Type Reporter
Processes :
Sub-Processes :

HRMS Training Documents

Purpose

This report is used to identify transactions automatically recorded in the Agency State payroll Revolving Account 035 in General Ledger (GL) 5199 Other payables.

Trigger

Agencies should generate this report each payroll. To receive current results DOP must execute a payroll run and have stored results during a payroll cycle.

Prerequisites

The payroll cycle must be exited.

In order to perform this transaction you must be assigned the following roles:

The Payroll Processor, Payroll Analyst, Payroll Inquirer, Payroll Supervisor.

Transaction Code

PC00_M99_CWTR

Date	Procedure Update Log
8/15/2007	State Wide Variant Non Perm added to the list of variants.

Helpful Hints

Department of Personnel has created some state-wide variants to help agencies with their reconciliations. Use the procedure **Report Create and Retrieve Variants** for steps to access the state-wide variants. When accessing the variants remember to input your personnel area and update the payroll dates. There is no need to save your own variants. DOP recommends that you retrieve the state-wide variants for these are maintain by DOP and will stay current.

The statewide variants are:

Variant name	Short description
SWV CFD	CFD- WT2661 Charity Deductions
SWV DEF COMP	DEF Comp WT 2256 deductions
SWV DEP CARE	DRS DCP JV
SWV GET	GET- WT 2982 deduction
GL 5199 REPORT	Deductions that accrue in 5199
SWV HI POST TAX	After Tax Health Ins deductions
SWV PRE TAX	Pre Tax health Ins deductions

State of Washington HRMS

File name: WAGE_TYPE_REPORTER_PC00_M99_CWTR.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 8/29/2007 9:15:00 AM










SAP Parent
Page 2 / 18

Title: Wage Type Reporter
Processes :
Sub-Processes :

HRMS Training Documents

Variant name	Short description
SWV HI ERSARE	Health Insurance ER Costs
SWV LIFE	LIFE- WT 2124 deductions
SWV LTD	LTD- WT 2143 deductions
SWV SAVBONDED	Savings Bond Deductions
SWV NON PERM	Non Perm Report

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

State of Washington HRMS


Procedure

1. Start the transaction using the transaction code PC00_M99_CWTR.

Wage Type Reporter

2. Complete the following fields:

Field Name	R/O/C	Description
Company Code	R	Company Code for the State of Washington. Example: WA01
Personnel area	R	The agency number. Example: 1110

3. Click in the Personnel Area field and then click on the  (Matchcode) to open the selection list.

Personnel Area

Personnel Area (1) 183 Entries Found			
Restrictions			
PA	Personnel Area Text	CoCd	CGrpg
0850	Secretary of State	WA01	10
0860	Govs Ofc Indian Affairs	WA01	10
0870	Asian/American Affairs	WA01	10
0900	State Treasurer	WA01	10
0910	Redistricting Commission	WA01	10
0950	State Auditor	WA01	10
0990	Citizs Com/Sal Elect Off	WA01	10
1000	Attorney General	WA01	10
1010	Caseload Forecast Council	WA01	10
1020	Dept of Financial Inst	WA01	10
1030	Dept Comm/Trade/Econ Dev	WA01	10
1040	Forecast Council	WA01	10
1050	Office of Financial Mgmt	WA01	10
1060	Wa Econ Dev Finance Auth	WA01	10
1070	Health Care Authority	WA01	10
1100	Office of Admn Hearings	WA01	10
1110	Dept of Personnel	WA01	10
1111	Human Res Info Sys Div	WA01	10
1160	Washington State Lottery	WA01	10
1170	Gambling Commission	WA01	10
1180	Comm on Hispanic Affairs	WA01	10
1190	Comm African/Amer Affrs	WA01	10
1200	Human Rights Commission	WA01	10
1220	Personnel Appeals Board	WA01	10
1240	Dept of Retirement Sys	WA01	10
1250	State of Washington	WA01	10



4. Select your agency from the list by double clicking on the name.

5. Click the Payroll Period button.

Wage Type Reporter

The screenshot shows the SAP Wage Type Reporter interface. The 'Selection' tab is active, displaying various selection criteria. The 'Payroll Period' tab is also visible, showing the 'Regular Payroll Run' option selected. The 'Payroll Area' is set to 11, and the 'Period Selection' is set to 16. The 'Other Period' is set to 2006. The 'Comparison Parameter' section is at the bottom, with fields for Abs. Difference No., Abs. Difference Amnt, Perc. Difference No., and Perc. Difference Amnt.

6. Complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	<p>Description of the Payroll Area.</p> <p> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>
Period Selection	R	<p>The payroll period.</p> <p> For this example we are using payroll period 16 which is 08/01/2006 – 08/15/2006.</p> <p>Example: 16</p>

Title: Wage Type Reporter
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Period Selection	R	The current year. Example: 2006



You can validate that you have the correct payroll period by pressing the **Enter** button on your keyboard. See the screen image below.

Wage Type Reporter

7. Click the (Down Arrow) below the scroll bar to move down the screen, if needed.

State of Washington HRMS

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Reference Number:

Version: SME Approved Script
Last Modified: 8/29/2007 9:15:00 AM

SAP Parent
 Page 7 / 18


Wage Type Reporter

8. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. Example: 2725




This report may be generated for a single wage type or multiple wage types. To enter multiple wage types, continue to step 9. For a single vendor, continue to step 12.

9. Click  (Multiple Selection) to the right of the **Wage type** field.

10. Enter the wage types listed below.



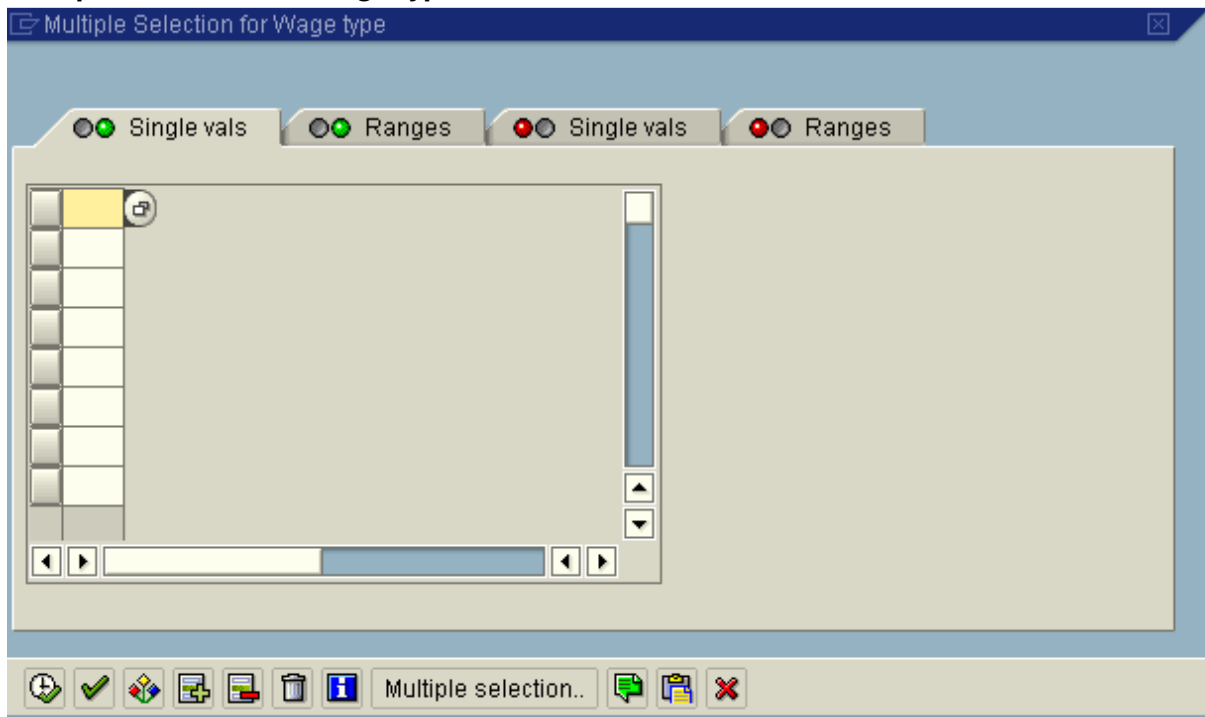
To input this entire wage type list, highlight the **Wage type column** (numbers only) of this table (excluding the heading row) and press CTRL + C simultaneously to copy the selection. Then click on  (Upload from clipboard) to paste the list.

Wage Type	Title
2725	Agency Parking Reimbursement
2755	DOC Wellness Assn
2761	DOC Emp Assn
2976	Lodging (Rent)
2977	Lodging (Deposit)
2978	Meals
2979	Recoup for loaned objects
2980	Utilities
2981	ERT Tuition
2987	Arrears to DRS subj W/H
2988	Restores to DRS
2989	Arrears to Treas W/H Def
2991	Excise Tax to DSHS
3100	Agency Reimbursement
3101	DB: Agency Reimbursement
3787	DB: Arrears payable to DRS
3788	DB: Restore to DRS
3789	DB: Arrs payable to Treasr




DOP recommends that you input the entire wage types listed above even if they are not applicable to your agency. The reason is that you may have an employee transfer into your agency that has a wage type that is applicable for their prior agency and this report will help catch discrepancies.

Multiple Selection for Wage type



11. Click  (Copy) to accept.



Notice the  (Multiple Selection Active) button now has a green box below it indicating you have entered additional data for this field.

Wage Type Reporter

Wage Type Reporter

Program Edit Goto System Help

Payroll Period

☒ Regular Payroll Run

Payroll Area: 11

Period Selection: 16 2006

08/01/2006 - 08/15/2006

☐ Off-Cycle Payroll Run

Special Run

Comparison Parameter

Abs. Difference No. to

Abs. Difference Amnt to

Perc. Difference No. to

Perc. Difference Amnt to

Payroll Interval

Period determination

☒ In-View Payroll Periods

☐ For-View Payroll Periods

Other selections

Wage type: 2725 to


☐ Archived Payroll Results


☐ Display recs with null values

Object selection

Output

RP0 (1) (700) ssvanbmr3e3_OVR

12. Click  (Enter) to validate the information.

13. Click  (Execute) to execute the report.

Wage Type Reporter

CoCd	Company Name	PA	Personnel Area Text	PY Area, FP	Payroll area text	PerPa	Name per. parameter	For-period	Pst
List contains no data									



The screen shot above indicates that no wage types were selected for this pay period that will accrue automatically to the agency State Payroll Revolving Account 035 General Ledger 5199 Other Liabilities.

Wage Type Reporter

ea, FP	P.area.txt	PerPa	Name	For-period	Pmt date	PY Type FP	PY ID FP	CGrpg	WT	Wage Type Long Text	Number of	Amount	Crncy
	Semi-monthly	2	Semi-monthly	200614	07/25/2006			10	2725	Agency Parking Reimburse	0.00	105.00	USD



The screen shot above displays the SAP standard format view.

Wage Type Reporter

ListEditGotoSettingsSystemHelp

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The screen shot above displays the Automated List Viewer (ALV) format.

Wage Type Reporter

Payroll Period

Payroll ☐ Comparison Payroll

☒ Regular Payroll Run

Payroll Area: 11

Period Selection: 16 2006

Other Period: 08/01/2006 - 08/15/2006

☐ Off-Cycle Payroll Run

Special Run:

Comparison Parameter

Abs. Difference No. to

Abs. Difference Amnt to

Perc. Difference No. to

Perc. Difference Amnt to

Payroll Interval:

Period determination

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☐ For-View Payroll Periods

Other selections

Wage type: 2725 to

☐ Archived Payroll Results


☐ Display recs with null values

Object selection

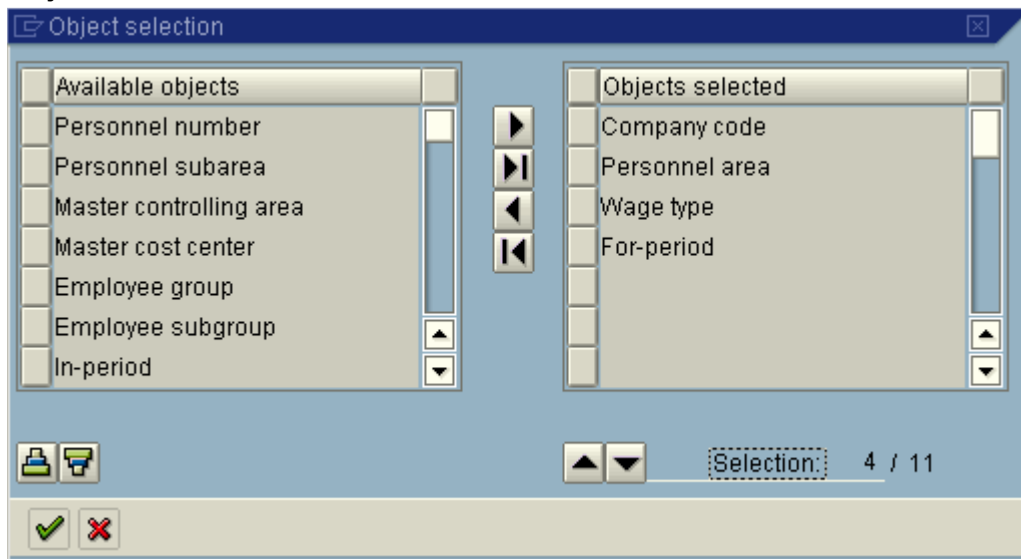
Output




You can add further detail to your report by clicking on the **Object selection** button. For this example, we are going to add the employee detail to this report.

14. Click  .

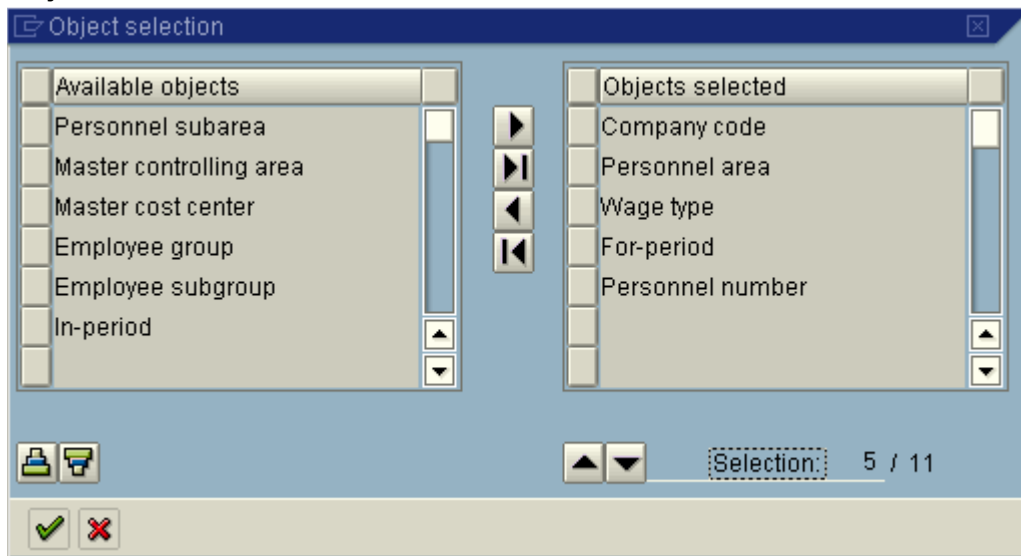
Object selection



15. Click ☐ Personnel number ☐.

16. Click  (Right arrow) to move the selection to the **Objected selected** box.

Object selection



17. Click  (Continue) to continue.

Wage Type Reporter

Wage Type Reporter

Period Selection: Other Period: 14 2006
07/01/2006 - 07/15/2006

☐ Off-Cycle Payroll Run
☐ Special Run

Comparison Parameter

Abs. Difference No. to
Abs. Difference Amnt to
Perc. Difference No. to
Perc. Difference Amnt to

Payroll Interval

Period determination

☒ In-View Payroll Periods
☐ For-View Payroll Periods

Other selections


Wage type: 2725 to
☐ Archived Payroll Results
☐ Display recs with null values
Object selection

Output

☐ SAP Listviewer - Layout
☒ ALV Grid Control - Layout
☐ Excel - Template PC File

RP0 (1) (700) ssvaphrpr3e5 OVR

18. Select the radio button next to **ALV Grid Control – Layout**.

19. Click  (Execute) to execute the report.

